

*Use Company's Letterhead*

*Date*

*Name of Applicant*

*Applicant's Address*

Dear (*Use Applicant's Name*):

We appreciate your interest in the (*Name of Position*) position at (*Company Name*.) Thank you for coming to interview with me (*or insert a name of another staff member who interviewed a candidate*). As you know, we interviewed a number of candidates. This letter is to let you know that you have not been selected for the position.

Thank you for taking the time to come for an interview. [We will keep your resume on file for (*insert how many months*), and we will notify you if another position opens that may be a fit to your experience and qualifications]. Please feel free to apply for open positions, for which you qualify, in our company in the future.

We wish you success with your ongoing job search.

Best regards,

*Company Representative's Name and Signature*